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Paul E. Patton
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MEMORANDUM

PERSONNEL MEMO 00-03

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Annual and Sick Leave Accrual

The purpose of this memorandum is to clarify the personnel regulations relating to accrual of sick and annual leave in the classified and unclassified services.

101 KAR 2:102E, Sections 1 and 2 (b) and 101 KAR 3:015E, Sections 1 and 2 (b) require that an employee work or be in paid leave status for 100 or more hours per month in order to accrue annual and sick leave. These regulations relate to House Bill 727 (from the 1998 Session) which distinguished between full-time and part-time employees for the purpose of qualifying for benefits.

The regulations were intended to mean that the employee must have worked or been in paid leave status for 100 **regularly scheduled** hours in a month to qualify for annual and sick leave accrual. These regulations should not be interpreted to allow an employee to qualify for leave accrual by working hours in addition to those regularly scheduled.

The Personnel Cabinet will file an amendment to the current regulations to specifically state that the 100 hours must be regularly scheduled hours.

Questions concerning this matter should be directed to Jackie Shrout at 564-6464

CMP/DFE:lw



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